



Florida Native Plant Society (FNPS)

Chapter Representative Duties and Expectations

The Chapter Representative (Representative) is the “information highway” between Chapter members and FNPS —and between FNPS and Chapter members.

Expectations

Each Representative should expect to volunteer between 100 and 300 hours in each year of service to our mission: preservation, conservation and restoration of the native plants and plant communities of Florida.

During the year, the Director of the Council of Chapters (COC) may request a brief report. The report should include highlights of successful Chapter programs or initiatives in addition to any challenges, needs, or problems that need to be addressed by the COC or State Board of Directors. These brief reports will help the Council Director in the creation of meeting agendas or training workshops.

The Chapter Representative will attend Council of Chapters meetings, both online and in person and report back to Chapter members, keeping their local chapter abreast of FNPS and Council meeting discussions, initiatives, programming, and major events. Communication can be via email and/or at Chapter meetings). The reports should include information about major initiatives, successful strategies shared by other Chapters, announcements (Annual Conference, new programs, new initiatives, availability of new materials, new policies etc.), and reminders (volunteer hours, projects, events).

Chapter Representatives are asked to join one or more Standing Committees and provide input at committee meetings scheduled between Board meetings and at the Annual Conference. FNPS Standing Committees are: Conference, Conservation, Science Advisory, Education, Landscape, Land Management Partners, Communications, Policy and Legislation, and Finance.

The Chapter Representative will ensure that the FNPS mission statement is either spoken or displayed at each public chapter meeting and that Chapter members and attendees understand FNPS policy in support of the mission.

Duties

- Place a high priority on attending all meetings of the Council of Chapters, including 4 in-person meetings and 4 online meetings via GoToMeeting.

“Chapter Representative Duties and Expectations” (Finalized March 5, 2017 – updated 4/28/2017)

- Be prepared to contribute to the discussion of any issues and business addressed at scheduled meetings by reviewing the agenda and any background materials posted on the Forum in advance of the meeting.
- Familiarize themselves with important resources available on the FNPS website to assist Chapters and Representatives, including:
 - Council of Chapters website: <http://council.fnpschapters.org/>
 - Society Calendar - <http://www.fnps.org/society/calendar>
 - Forum - <http://www.forum.fnps.org/index.php?wwwRedirect>
 - Support Documents - <http://www.fnps.org/society/docs>
 - Handbook Wiki - <http://fnpshandbook.wikispaces.com/>
 - FNPS Policies -
http://www.fnps.org/assets/pdf/pubs/cpr_policy_final_10_27_2014.pdf
<http://www.fnps.org/resources/pubs>
- If an unavoidable conflict precludes attendance at a meeting of the COC or your Chapter, you agree to submit any reports or information required for the COC or your Chapter to conduct the business of the Society during your absence. This may include sending a proxy in your place to attend a meeting in your absence.
- A departing Chapter Representative should assist in finding a new Chapter Representative or ensure one is appointed in accordance with your Chapter's procedures and bylaws. The departing Chapter Representative is requested to accompany the incoming Chapter Representative to at least one face to face meeting and assist him or her in the transition to their new role.
- If you become unable to carry out the responsibilities Chapter Representative, you agree to resign your position.

You are undertaking an important responsibility by agreeing to serve as a Chapter Representative of the Florida Native Plant Society (Society) and are agreeing to execute the duties and obligations associated with this position in a forthright and diligent manner.